WATER QUALITY PROGRAM FY 2017 RECIPIENT TRAINING Nonpoint Activities July 2016

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DEPARTMENT OF ECOLOGY
State of Washington

Activity Projects Agenda

- Reminders
- Important Dates to Remember
- Grant Agreement Overview
- Recipient Information
- EAGL Roles
- Negotiation
- Special Terms - The “Action Items”
- General Federal Conditions

Activity Projects Agenda

- General Terms & Conditions
- Eligible Expenses
- Match
- Backup Documentation
- EAGL Payment Request/Progress Report
- Amendments
- Closeout

Reminders for all FY 2017 Projects

- Everything is managed in EAGL!
- One system boilerplate aka GROAN.
- Progress reports included with all payment request submittals.
- Backup documentation required for all payments.
- BMP Approval Form required prior to reimbursement.
- Buffer requirements (Appendix G. Funding Guidelines).
- Centennial projects tagged as 319 match must follow 319 reporting requirements.

Important Dates

- Agreements must be signed within 6 months of the offer list date and activity must commence within 4 months of the effective date.

- All projects must be completed within **3 years** of the effective date of the agreement. **Applies to Centennial and 319 projects.**

Grant Agreement Overview

- General Information
- Recipient Information
- Ecology Information
- Scope of Work
- Budget
- Funding Distribution Summary
- Agreement Specific Terms and Conditions
- Special Terms and Conditions
- General Federal Conditions
- General Terms and Conditions

Recipient Information

Recipient Contacts

- Project Manager
- Billing Contact
- Authorized Signatory

Ecology Contacts

- Project Manager
- Financial Manager
- Technical Advisor

- Requires Secure Access WA and EAGL access to appear on dropdown list.
- Authorized Signatory signs agreement or amendment.
- Contacts are not related to role assignments.

EAGL Roles

Three Levels of Role Assignments

Organization =System Roles

(Default)

Application/Agreement "Parent" Document

(i.e. WQC-2015-AppOrg2-00235)

Parent Document Related "Subdocument"

(Payment Request/Progress Report, Equipment Purchase Report, Recipient Close Out Report)

EAGL Roles

- Carry over from the previous level.
- Actively manage and keep them updated.
- Person can only have one role on a document.
- Recommend at least two Authorized Officials.
- Authorized Signatory is NOT the same as Authorized Official. Can be assigned as a Reader if edit or workflow access is not needed.

Negotiation: Project Dates

- **Effective Date** = First date that eligible project costs can be reimbursed.
  - Actual start of project.
  - Cannot be prior to July 1 (final offer list publication date).

- **Expiration Date** = Last date that eligible project costs can be reimbursed.
  - Cannot exceed 36 months past Effective Date.
  - End of project and final due date for all deliverables.

Negotiation: Scope of Work

- Task Cost
- Task Description: The work to be done.
- Task Goal Statement: Purpose of the task.
- Task Expected Outcome: Results of the successful task. Quantitative and measurable change.
- Deliverables: A good or service that will be provided during or upon completion of a task.

Negotiation: Scope of Work

- Should closely follow application.
  - Discuss any changes during negotiation. This includes removal of ineligible activities.
- Be clear and include specific details about the work to be accomplished.
- Include timelines.
- Use active language. Describe who is doing what.
  - Ex: "The Recipient will develop and submit a monitoring report annually…" instead of "A report will be developed…"

Negotiation: Scope of Work

Deliverables

– Be specific.
– Include quantifiable outcomes and metrics.
– Include due dates or timeframes in description.

Water Quality Sampling Collection Deliverables

Number	**Description**	**Due Date**
4.1	Collect samples for temperature and fecal coliform in five stations over two consecutive years, following the QAPP.	
4.2	Submit a draft *Water Quality Monitoring Report* to ECOLOGY's Project Manager for review and approval.	8/31/2017
4.3	Manage monitoring data to include downloading and data entry, and upload into EIM annually.	

Negotiation: Scope of Work

- Light Refreshments
  - Non-alcoholic beverages and edible items that may be served between meals. Meals are not eligible.
  - Limit amount per meeting and total spent for entire project.
- Equipment Purchase
  - Negotiate what equipment can be purchased and set spending limit.
  - Should be based on application and specific to the project.
  - <u>Equipment not outlined in the scope of work are ineligible unless approved by Ecology prior to purchase.</u>

Negotiation: Scope of Work

- Training
  - Must be necessary to complete the scope of work.
  - Negotiate specific trainings and amount to be spent.
  - No need to include Ecology trainings (i.e. load reduction training).
  - Any training not in the scope of work must be pre-approved by Ecology to be eligible for reimbursement.

Negotiation: Scope of Work

- BMP Tracking and Invoicing
  - For off-stream watering, livestock feeding and direct seed BMPs, track and document costs (by landowner) and submit with payment backup documentation.
  - Ensures funding assistance limits are not exceeded.
- Landowner agreement or conservation easement required for BMP implementation on private property
  - Must meet requirements found on pages 53-54 of 2017 Funding Guidelines.

Negotiation: Scope of Work

- Water Quality Monitoring Requirements

  Quality Assurance Project Plan (QAPP)

  – Approved by Ecology prior to monitoring.
  – Ensures quality data.
  – Follow Ecology's template and guidance.

    http://www.ecy.wa.gov/programs/eap/qa/docs/GranteeQAPP/index.html

    Ecology's QAPP contact:

    Bill Kammin
    (360) 407-6964
    william.kammin@ecy.wa.gov

- ❑ Submit data through Ecology's Environmental Information Management (EIM) system http://www.ecy.wa.gov/eim/

Negotiation: Funding Distribution (Budget)

- Funding Title
- Funding Type
- Funding Source
- Recipient Match
- Indirect Rate
- Interest Rate & Terms (loan only)
- Funding Distribution Summary

Funding Distribution: Indirect Rate

- Identify your organization’s rate (max 25% allowed).
- Upload documentation.
- Rate will be indicated in your agreement. Requires formal amendment if it changes.

Negotiation: Funding Distribution (Budget)

- Broken out by Funding Source & Funding Type.
- Linked with tasks and expenditures on payment requests.
- Buffer Incentive will have its own.

By Task Funding Distribution

Task Title	319/Centennial	Total
Project Administration/Management	$54,500.00	$54,500.00
Upper Okanogan/Lower Similkameen Implementation	$85,925.00	$85,925.00
Pete Creek Implementation	$14,608.00	$14,608.00
Bannon Creek Implementation	$15,659.00	$15,659.00
Information and Education (I&E)	$160,000.00	$160,000.00
Total	$330,692.00	$330,692.00

Recipient/Ecology Share

Funding Distribution		Recipient Share	Ecology Share	Total
319/Centennial	25.00%	$82,673.00	$248,019.00	$330,692.00
Total		$82,673.00	$248,019.00	$330,692.00

Total Elibigle Costs	Ecology Share	Recipient Share
$330,692.00	$248,019.00	$82,673.00

Agreement Specific Terms & Conditions

- Specific conditions for a single project not otherwise covered in the funding agreement.

- May be rare.

Special Terms & Conditions (Action Items)

- Funding Recognition
  - Provide recognition of funding source on documents and other products produced during the project.
  - Appropriate signage must appear at project sites accessible to the public.
  - Ecology and EPA logos are available upon request.
  - EPA recognition required for 319 projects.

Special Terms & Conditions (Action Items)

Federal Reporting Requirements (319 and Matching Centennial)

Now in EAGL!!

- One time: 319 Initial Data Reporting Form
  - Due before agreement is signed by Ecology
- 319 Annual Load Reduction Reporting Form
  - Due January 15 every year <u>and</u> at project closeout

Cultural Resources Review

- **Plan ahead – give at least 2 months to finish.**
- Complete Ecology's form, or a cultural resources survey if it is a known sensitive area.
  - Submit to Ecology's Project Manager.
- Ecology is the contact and liaison to tribes and DAHP and defers to their requests and recommendations.
- **Must upload an inadvertent discovery plan and share with site workers.**
- All work is grant eligible.

Cultural Resources Review

- Review consists of:
  - Ecology letters to DAHP and Tribes.
  - 30 day response time for DAHP and Tribes.
  - Address recommendations or mitigation.
- These must be complete prior to implementation.
  - Must have final determination letter from Ecology.
- It may be possible to use another agency's review.
  - Submit information to Ecology Project Manager for approval.
  - Do not assume prior review is applicable; determined case-by-case.

BMP Approval Form

- Great tool to track accomplishments and measurable outcomes.
  - BMP metrics (length of fence, acres of buffers, etc.).
  - Easier for reporting- progress reports, load reduction.
- Ensures eligibility criteria are being met.
  - Riparian buffer requirements.
  - Livestock feeding BMPs.
- Provides assurance to you and landowner that expenses will be reimbursed.

BMP Approval Form

Process

1. Complete BMP Approval Form and email to Project Manager.
   – Include site plans, landowner agreement, EZ-1 form, maps, and any other supporting documents.
2. Project Manager reviews to ensure the project meets our funding eligibility criteria. May request changes.
3. Project Manager completes the Internal Use portion of the BMP approval form, then signs and dates upon approval.
4. Project Manager notifies you of approval and uploads form into EAGL.

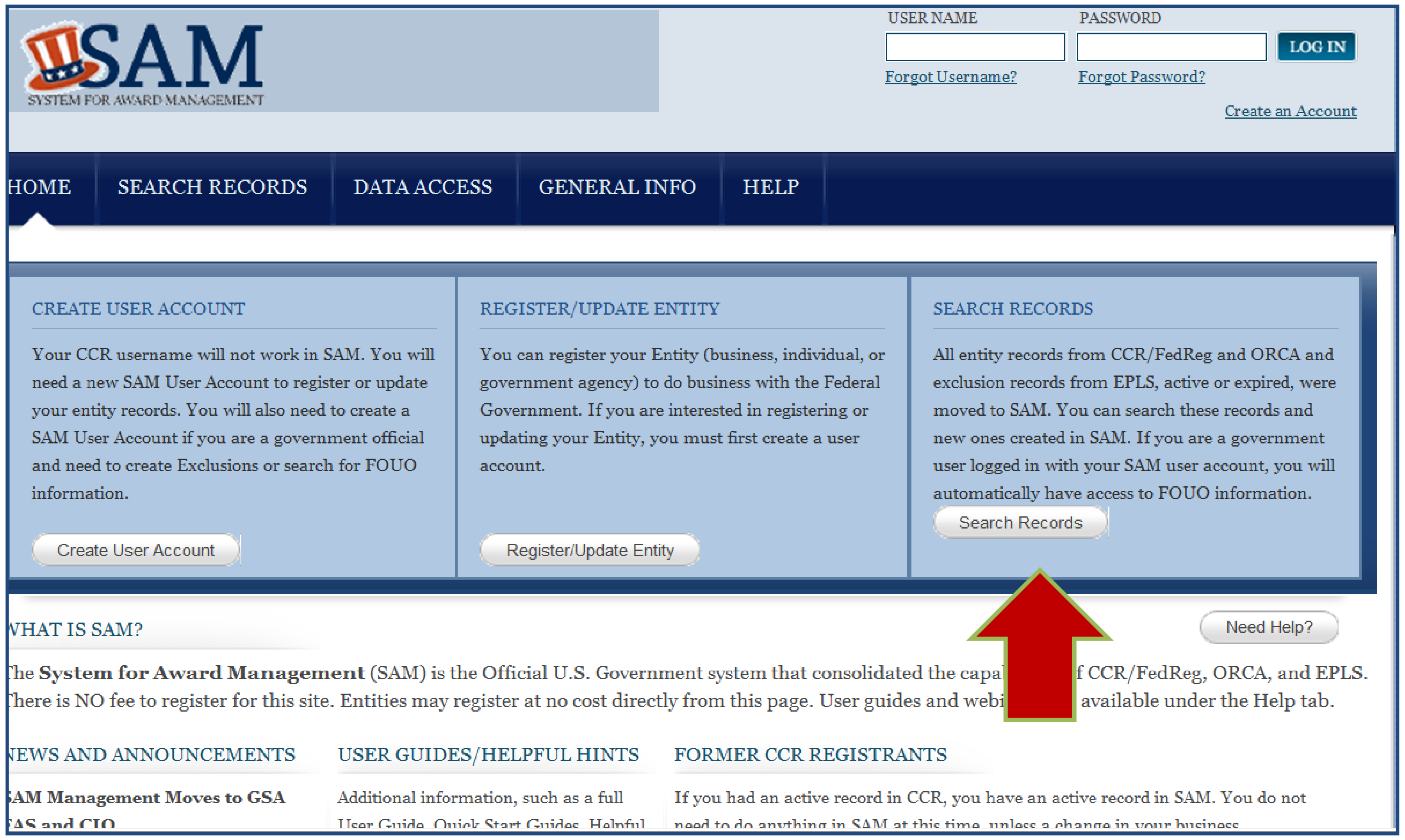
General Federal Conditions (Section 319)

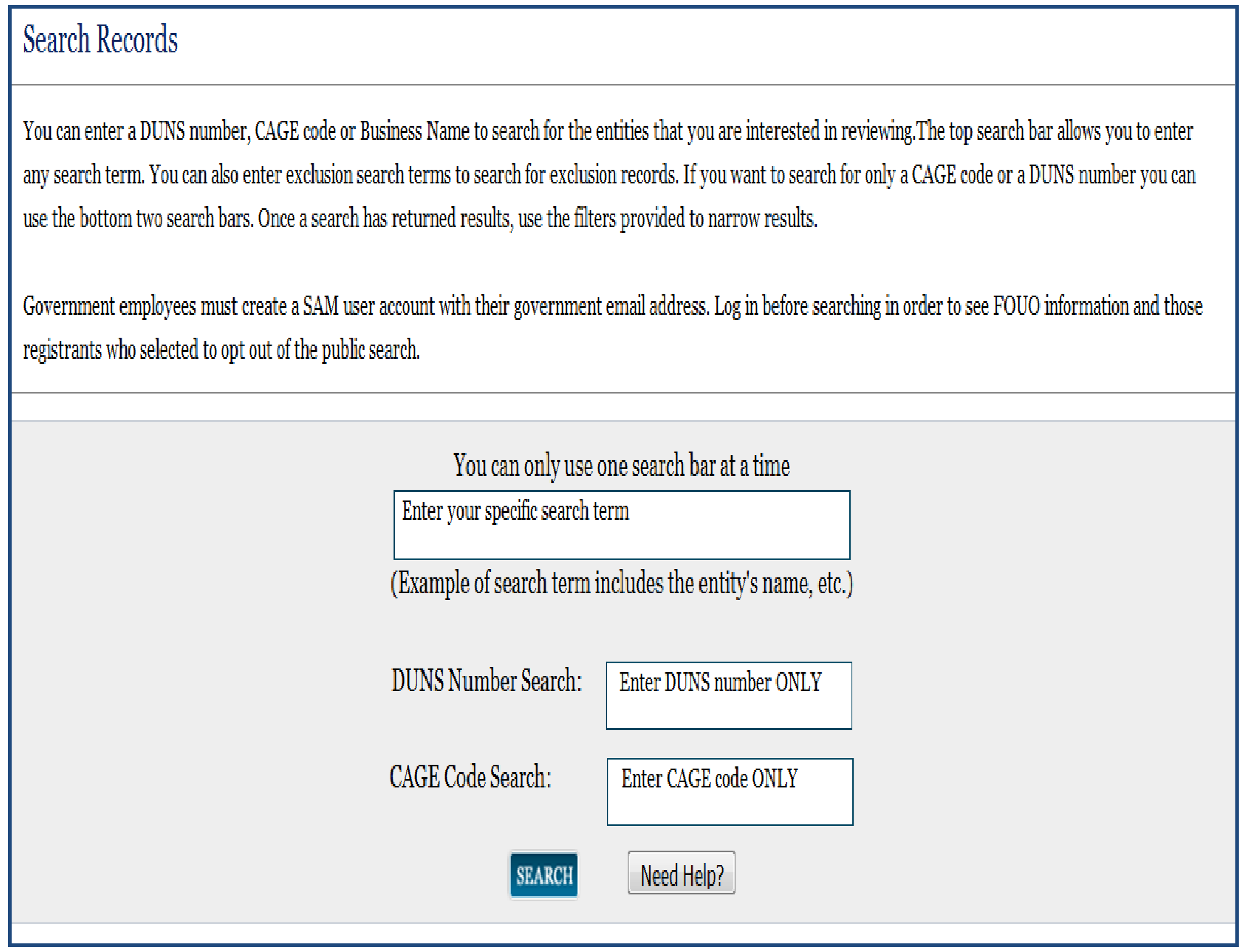
- Federal Funding Accountability And Transparency Act (FFATA) Reporting Requirements
  - Purpose is to make information available online so the public can see how recipients spend federal funds.
  - Requires signature but original hard copy not required.
  - Complete and submit with signed agreement. Required before Ecology can sign.

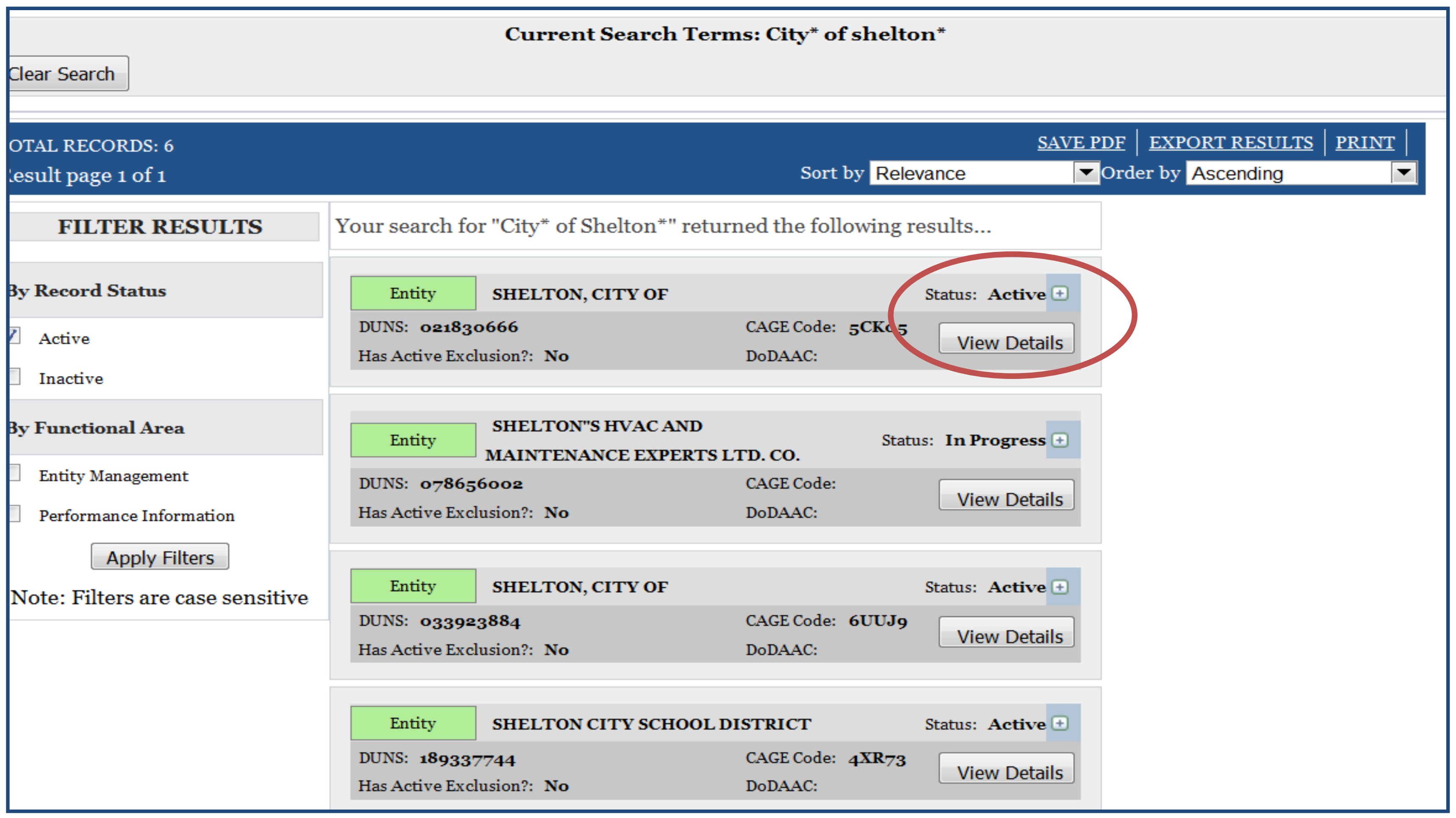
General Federal Conditions (319 & matching Centennial)

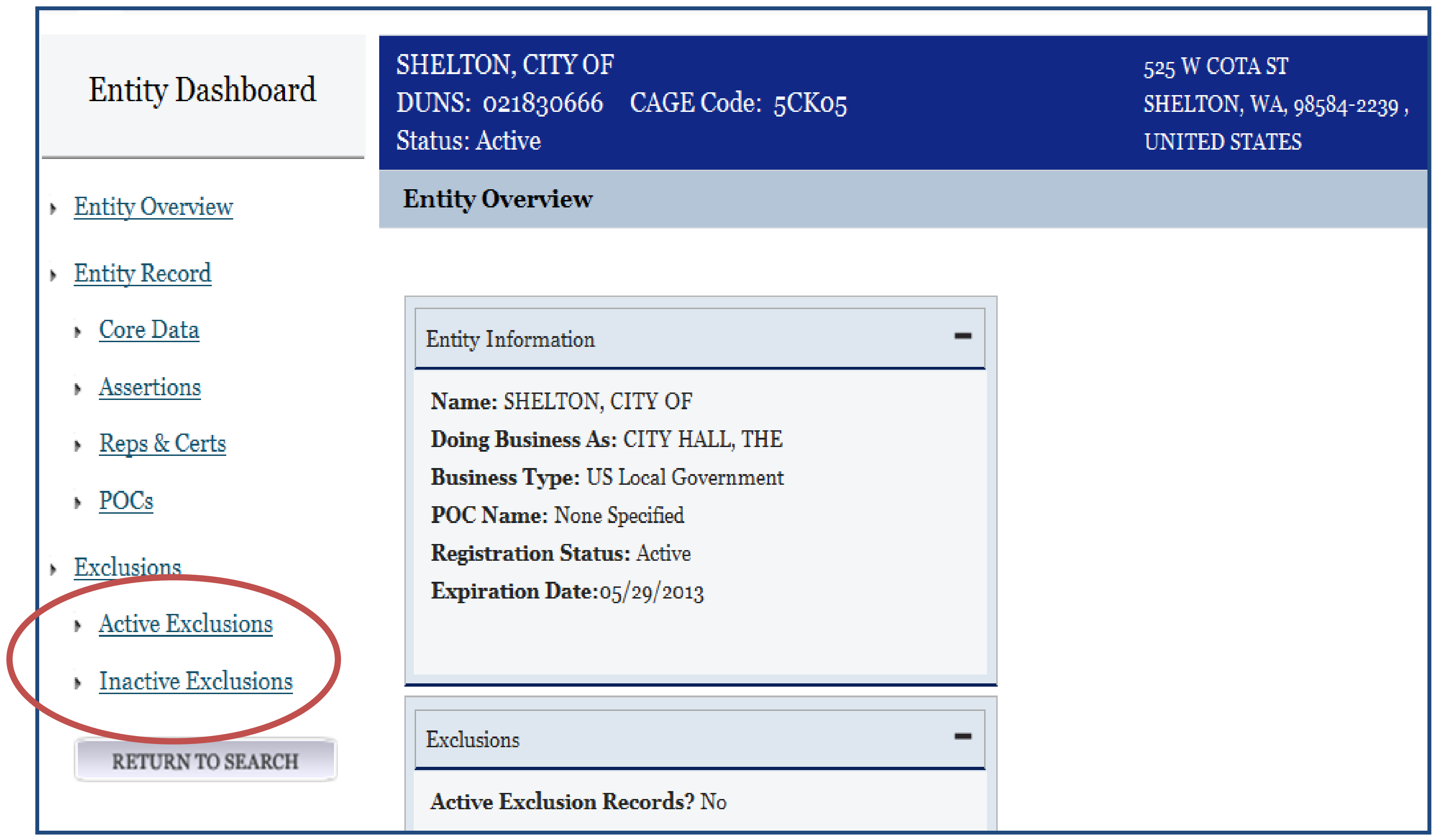
- Certification Regarding Suspension & Debarment (Executive Order 12549).
- Recipients must run a search in www.sam.gov and have a copy for agreement file.
- Must keep proof that all contractors have not been suspended or debarred.
  - Upload as a separate backup document with payment requests.

SAM Search


SAM
SYSTEM FOR AWARD MANAGEMENT
USER NAME
PASSWORD
LOG IN
Forgot Username?
Forgot Password?
Create an Account
HOME
SEARCH RECORDS
DATA ACCESS
GENERAL INFO
HELP
CREATE USER ACCOUNT
Your CCR username will not work in SAM. You will need a new SAM User Account to register or update your entity records. You will also need to create a SAM User Account if you are a government official and need to create Exclusions or search for FOUO information.
Create User Account
REGISTER/UPDATE ENTITY
You can register your Entity (business, individual, or government agency) to do business with the Federal Government. If you are interested in registering or updating your Entity, you must first create a user account.
Register/Update Entity
SEARCH RECORDS
All entity records from CCR/FedReg and ORCA and exclusion records from EPLS, active or expired, were moved to SAM. You can search these records and new ones created in SAM. If you are a government user logged in with your SAM user account, you will automatically have access to FOUO information.
Search Records
Need Help?
NEWS AND ANNOUNCEMENTS
USER GUIDES/HELPFUL HINTS
FORMER CCR REGISTRANTS
Additional information, such as a full
If you had an active record in CCR, you have an active record in SAM. You do not


Search Records
You can enter a DUNS number, CAGE code or Business Name to search for the entities that you are interested in reviewing. The top search bar allows you to enter any search term. You can also enter exclusion search terms to search for exclusion records. If you want to search for only a CAGE code or a DUNS number you can use the bottom two search bars. Once a search has returned results, use the filters provided to narrow results.
Government employees must create a SAM user account with their government email address. Log in before searching in order to see FOUO information and those registrants who selected to opt out of the public search.
You can only use one search bar at a time
Enter your specific search term
(Example of search term includes the entity's name, etc.)
DUNS Number Search:
Enter DUNS number ONLY
CAGE Code Search:
Enter CAGE code ONLY
SEARCH
Need Help?


Current Search Terms: City* of shelton*
Clear Search
SAVE PDF
EXPORT RESULTS
PRINT
Sort by Relevance
Order by Ascending
FILTER RESULTS
Your search for "City* of Shelton*" returned the following results...
Active
Inactive
Entity Management
Performance Information
Apply Filters
Note: Filters are case sensitive
Entity
SHELTON, CITY OF
Status: Active
DUNS: 021830666
Has Active Exclusion?: No
DoDAAC:
View Details
Entity
SHELTON"S HVAC AND MAINTENANCE EXPERTS LTD. CO.
Status: In Progress
DUNS: 078656002
CAGE Code:
Has Active Exclusion?: No
DoDAAC:
View Details
Entity
SHELTON, CITY OF
Status: Active
DUNS: 033923884
CAGE Code: 6UUJ9
Has Active Exclusion?: No
DoDAAC:
View Details
Entity
SHELTON CITY SCHOOL DISTRICT
Status: Active
DUNS: 189337744
CAGE Code: 4XR73
Has Active Exclusion?: No
DoDAAC:
View Details


Entity Dashboard
SHELTON, CITY OF
DUNS: 021830666 CAGE Code: 5CK05
Status: Active
525 W COTA ST
SHELTON, WA, 98584-2239 ,
UNITED STATES
Entity Overview
Entity Overview
Entity Record
Core Data
Assertions
Reps & Certs
POCs
Exclusions
Active Exclusions
Inactive Exclusions
RETURN TO SEARCH
Entity Information
Name: SHELTON, CITY OF
Doing Business As: CITY HALL, THE
Business Type: US Local Government
POC Name: None Specified
Registration Status: Active
Expiration Date:05/29/2013
Exclusions
Active Exclusion Records? No

General Terms and Conditions

- Pertain to all Department of Ecology grant and loan agreements
  - Contracting for Services
  - Property Rights
  - Conflict of Interest
  - Compensation
  - Audits and Inspections
  - Suspension
  - Progress reporting

  *More are included in the agreement, be sure to read thoroughly

General Terms & Conditions (Action Items)

- Minority and Women's Business Participation
  - Include qualified minority and women's businesses on solicitation lists.
  - Contract awards or rejections cannot be made based on MBE or WBE participation
  - Track payments to all contractors on Form D (In EAGL)
- Procurement/Contracting
  - Must follow state procurement laws when purchasing goods and services
  - Updated procurement info: http://des.wa.gov/services/ContractingPurchasing/PoliciesTraining/Pages/default.aspx

Eligible Expenses

Eligibility Determination

- Does this item satisfy the scope of work?
- Is the item listed as eligible in Ecology guidance? Order of precedence for project guidance:

1. Scope of work (highest precedence)
2. Special terms & conditions
3. General terms & conditions
4. Funding guidelines
5. Federal & state statutes, regulations
6. Administrative Guidance (formerly known as yellow book)

Eligibility Determination

Before purchasing or contracting, an activity or item must be:

- Necessary to accomplish the scope of work written in the agreement
- Eligible for reimbursement
  - Grant Agreement, Funding Guidelines, Administrative Requirements, State, and Federal laws
- Within the project area
- Purchased or provided during the time frame of the agreement
- **Not Sure? Ask your Financial Manager**

Types of Costs

- Direct Costs: project specific item.
  - Ex) Water quality sample analysis, staff time spent on the project, project materials.
- Indirect Costs (Overhead): expenses for a common or joint purpose.
  - Calculated based on percentage of salaries & benefits (up to 25% allowed).
  - May itemize with justification.
  - Can also be used as match.

Yellow Book pg. 30-32

Eligible Expenses and Activities

- Vehicle: mileage for use ($.54/mi as of 1/1/16)
  - Vehicle rental eligible for reimbursement.
- Education and Outreach (relating to water quality)
- Water Quality Monitoring
- Best Management Practice (BMP) Implementation
- Stream restoration

★ See 2017 Guidelines pages 31-33 for a comprehensive list of eligible activities.

Eligible Expenses and Activities

- Training
- Equipment
  - Use fee or rental of equipment allowable if it is a cost effective alternative to purchasing.
  - Use fee/rental costs cannot exceed value of item if purchased new.
- Cultural resources costs: required if disturbing soil

Not sure if its eligible? Ask before you do it – better safe than sorry!

Ineligible Expenses and Activities

- Meals that do not qualify for per diem
- Gift cards/prepaid gas cards
- Irrigation water management (planning for IWM is eligible, implementation is not)
- Vehicle purchase
- Upland BMPs
- Educational materials that are not directly related to water quality and the project
- Prizes or giveaways

Ineligible Expenses and Activities

- BMP implementation without Ecology approval or cultural resources review completed.
- Livestock bridges/crossings wider than 6 feet (No culverts) – costs can be pro-rated.
- Off-stream watering without exclusion fencing.
- Overtime differential.
- Equipment or training not in negotiated grant agreement or not previously approved.
- Monitoring without an approved QAPP.

Match

Match

- Achieve a portion of the project scope of work using other resources.
- Required 25% match (of the TEC) on all Centennial and Section 319 funded nonpoint projects.
- How do you intend to meet the match requirement?
  - In Kind
  - In Kind Interlocal
  - Cash only
  - Any combination In Kind and Cash

Yellow Book pp. 33-36, 2014 Guidelines pg. 8

Eligible Match

Match activities/expenses must:

- Be eligible under our Guidelines and Administrative Requirements.
- Occur during the time frame of the grant.
- Relate directly to the activities outlined by the grant agreement.
- Benefit the same area (watershed, stream, river, etc.) addressed by the project.

2014 Guidelines pp. 8-10

Eligible Match

- Federal funding match eligibility
  - Federal awarded grants are match eligible as interlocal contributions
  - Farm Bill Funding is eligible
    - CREP, CRP, EQIP, etc.
  - Other non-EPA federal grants are also eligible

Not sure? Ask your Financial Manager!

Ineligible Match

- Items that would not be eligible for Ecology reimbursement cannot count toward match.
- Cannot use match from same grant source.
  - Centennial: Ecology managed and used to match 319
- Cannot use a source that has been used as match elsewhere.
  - Check with funding agency.

Yellow Book pp. 33-36, 2014 Guidelines pp. 8-10

3 Types of Match

- Cash
- In Kind: Interlocal
- In Kind: Other

How do we determine which is which?

Yellow Book pg. 33-36, 2014 Guidelines pg. 8-10

Cash Match

- Cash:
  - Project cost paid by recipient and not reimbursed by the grant.
- Projects exceeding an Ecology share of $250,000 are **cash match only**
  - Goods and services provided by another government entity through an interlocal agreement may satisfy this cash match threshold.

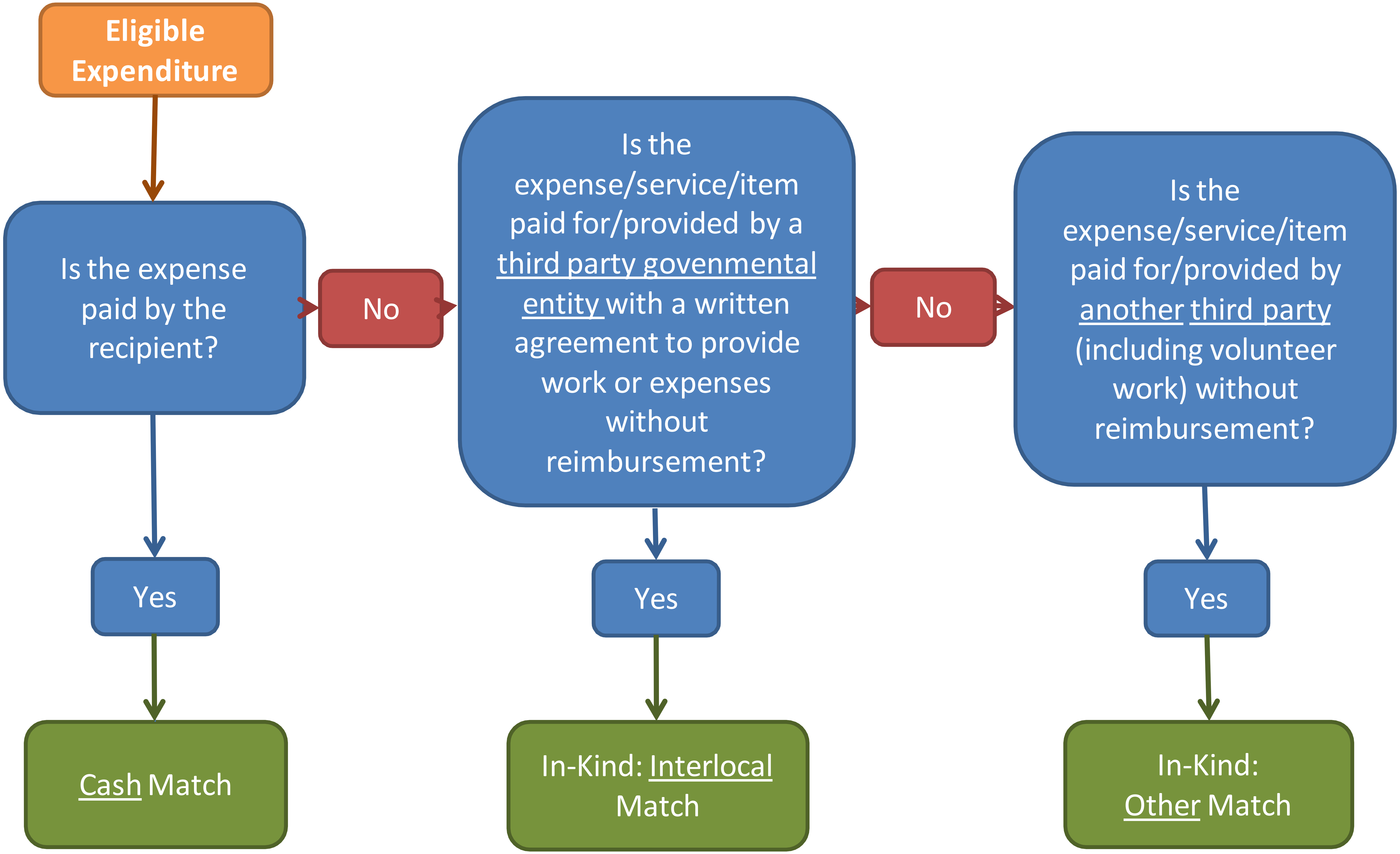
In Kind: Interlocal Match

- Interlocal:
  - Goods and services provided by a third-party governmental entity
  - A signed agreement required, following RCW 39.34 Interlocal Cooperation Act

In Kind: Other Match

- Contributed to the project by a third party **without direct monetary compensation.**
  - Ex: Volunteer events, landowner maintenance of installed BMPs, tools/material donated toward the project, donated employee services.

What kind of match do I have?



Expenditure Example

C: Cash
I: In-Kind: Interlocal
O: In-Kind: Other

Try to designate the expense to the correct category.

- [ ] Plants purchased by recipient
- [ ] Volunteer hours for riparian planting
- [ ] Landowner equipment use
- [ ] Staff time from local government partner
- [ ] Recipient travel reimbursement
- [ ] Recipient monitoring
- [ ] Use of existing recipient equipment
- [ ] Salmon Recovery Fund Board grant work that aligns with project

What Documents are Required With Payment?

All Projects:

- Backup documentation
- Progress Report (part of EAGL payment request)
- Form D: Contractor Participation Report
    - Form found in each Payment Request/Progress Report as of July 1
    - Instructions included as a PDF in EAGL
    - Submit for all contractors or subcontractors regardless of their MBE/WBE participation

319 and Matching Centennial Projects:

- SAM search results for contractors

Form D

Does this payment request include reimbursements for any private sector contractor or subcontractor?*

◉ Yes ○ No

Please complete the table. All fields are required.

To add a row, complete the blank row and click SAVE.

To remove a row, clear the entire row and click SAVE

One blank row will always be visible

(1) Contractor*	(2) Contractor Type*	(3) Contractor Address*	(4) Contractor Phone No.*	(5) Contractor Amount in this Request*	(6) Expense Category*	(7) Certification Type*
BHC Engineers	Primary	1601 Fifth Ave. Seattle, WA. 98101	(206) 505-3400	$777,077.00	Services	☐ MBE ☐ WBE ☐ DBE ☑ N/A
						☐ MBE ☐ WBE ☐ DBE ☐ N/A

Form D Column Descriptions

Column	Description
1	Indicate each primary contractor and subcontractor on a separate line, listing subcontractors below the appropriate primary contractor.
2	Identify each contractor as primary or sub.
3	The contractor's mailing address.
4	The contractor's phone number.
5	The contractor's invoice amount included in this current payment request.
6	Identify which category best describes the work included in this payment request.
7	Identify the type of certification – minority business (MBE), women business (WBE), or disadvantaged business

Other Useful Forms

- Form E: Monthly Time Sheet
- Form F: Record of Meeting Attendance
- Form H: Conversion to Composite Hourly Billing Rate for Employee
- Form I: Valuation of Donated Property

These forms can be found under “Backup Documentation” on: http://www.ecy.wa.gov/programs/wq/funding/Res/Resources.html

Backup Documentation

- Recipient provides copies of invoices and receipts to verify costs.
  - Meeting Sign-in Sheets
  - Signed Timesheets
  - Receipts
  - Invoices
- Required to submit for all payment requests.
- **Must be organized by task in the order it was entered in EAGL expenditure line items.**

Backup Documentation

- Documents must be clear, legible, and support all expenses listed on the expenditure detail form.
- Time accounting documents must show each staff person, hourly rate, and number of hours worked per day by task.
- Have the most current pay rate on file (Can use Form H-conversion to composite hourly rate).
- Date of cost incurred = the date that the work was performed or date of purchase.

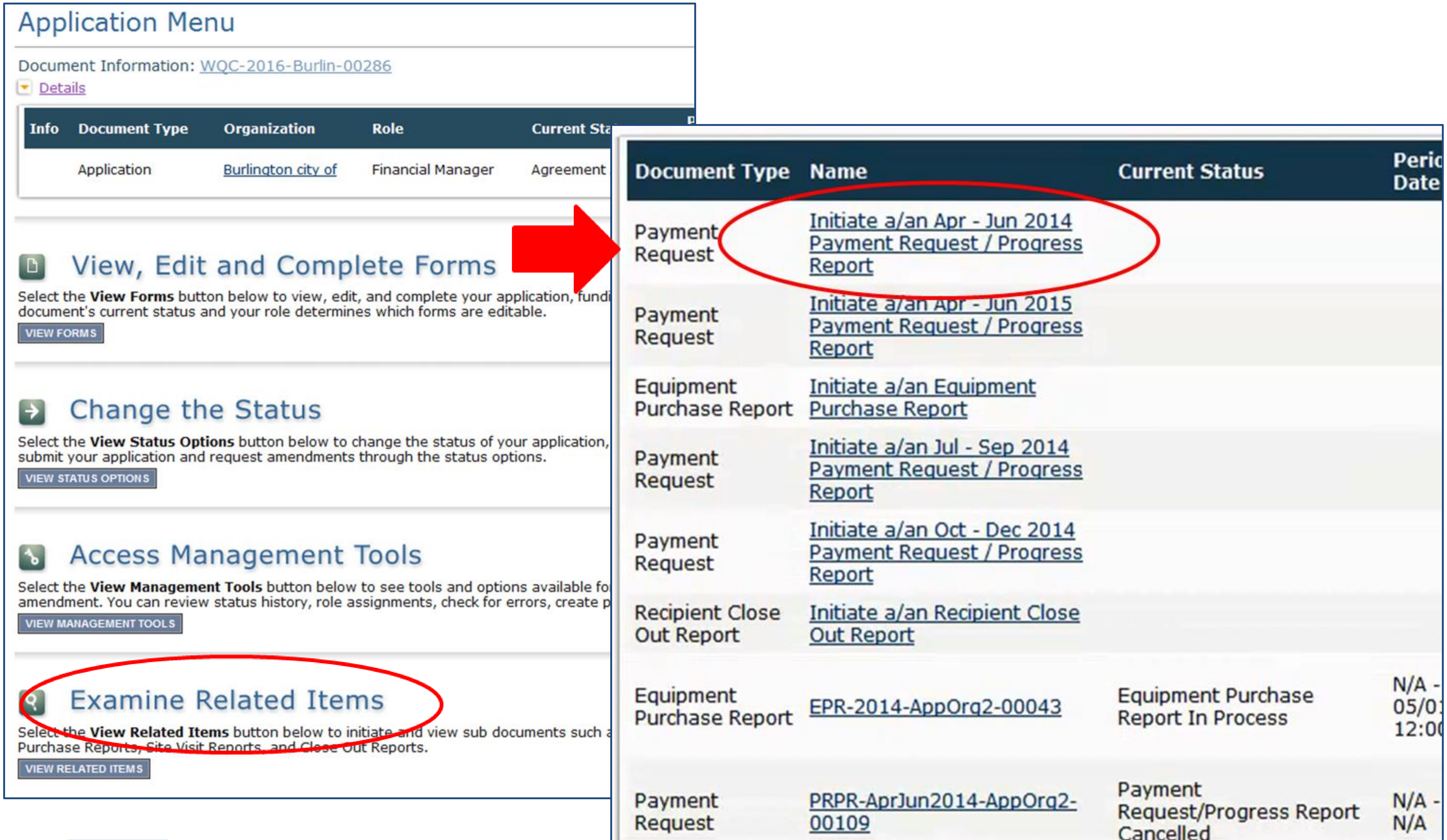
Backup Documentation

- Receipt/document for each item should include the following:
  - Date purchased or provided
  - Description of item including how many purchased/hours worked, etc.
  - Place of purchase/name of service provider
  - Price of item
- Do not send credit card statements or copies of warrants/checks. Not sufficient to document items purchased. Also remember, your file is public information.

EAGL

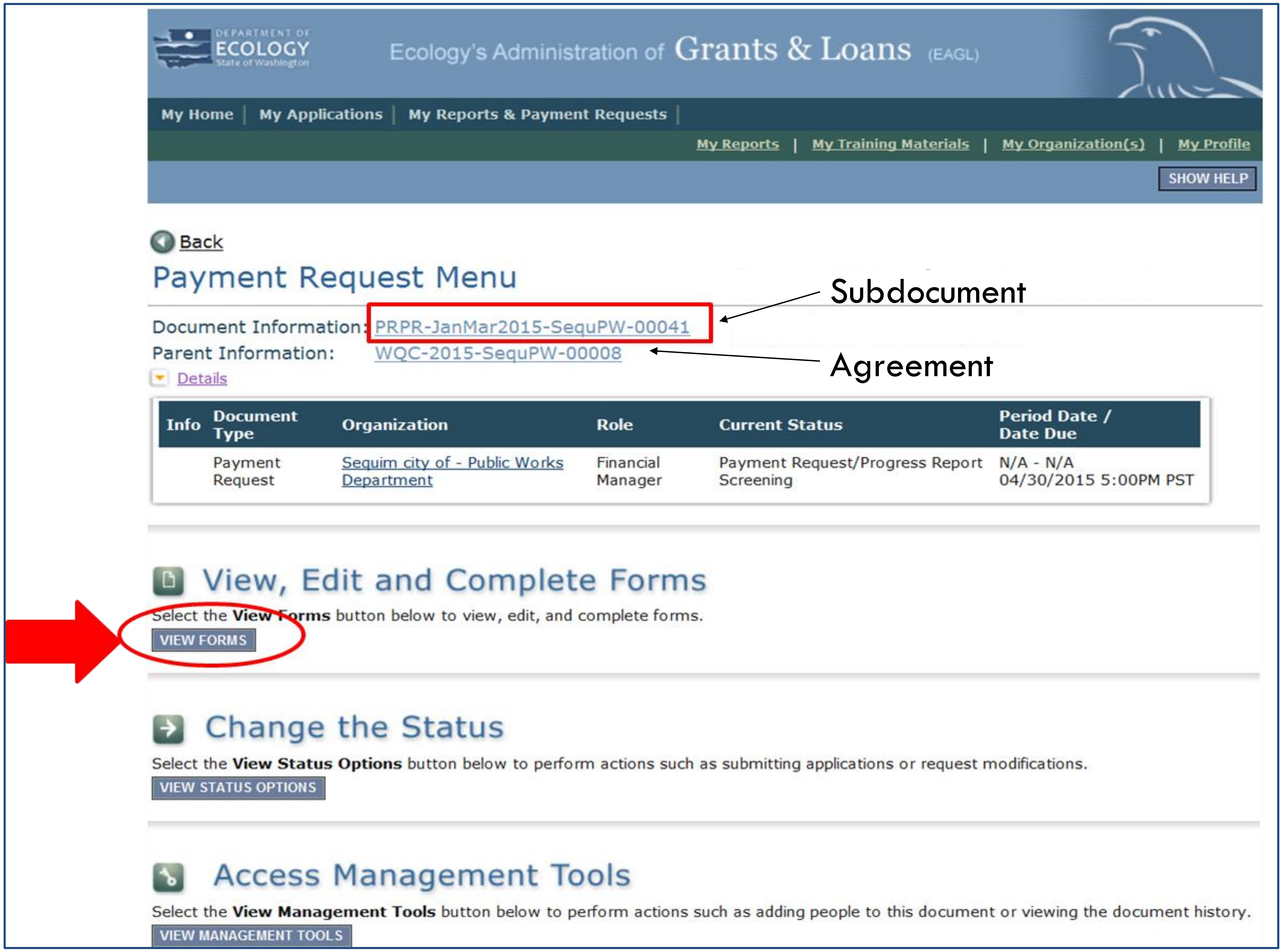
Initiate a Payment Request/Progress Report

Found under Application Menu of your agreement. Go to Examine Related Items and initiate a Payment Request/Progress Report for the appropriate quarter.



Initiate a Payment Request/Progress Report

Menu looks the same as the main agreement page. You know you are in the PRPR when you see both the document (PRPR) and parent information (agreement).



Initiate a Payment Request/Progress Report

PRPR Tips

- The quarter shown is just a title, so if you are billing outside of the periods shown, choose the closest.
- Each timeframe is available during that quarter and through the following quarter (six months).
- Can initiate up to three PRPRs in a quarter, so you can bill up to monthly.
- Reporting each quarter is required, but you can submit a progress report without expenditures.
- Each payment request must be accompanied by a progress report, even if it is monthly.
- Only the project manager and authorized officials can fill out a progress report. Only the financial manager or authorized officials can fill out a payment request.
- Save often!

Initiate a Payment Request/Progress Report

- On the Payment Request Form, answer the required questions and fill out the expenditures if you have them.
- Remember to save often!

Payment Request

Please fill in the appropriate fields.
Required fields / columns are marked with an *.
To add a row, click the **Add Row** button below the expenditures grid.
After entering 25 rows, click the **Add New Page** button to add another page of up to 25 rows.
To delete a row, select the checkbox for that row and click the **Delete Row** button at the top of the form.
Save your work often by clicking the **Save** button at the top of the form.

Expenditures | Uploads | Download Expenditures Report | Download Modifications Report

Payment Request Number:	2	* Final:	Yes / No (selected)
Billing Period Start Date:	7/1/2014	* Billing Period End Date:	2/28/2015
Ecology Project Manager Approval:	☑	Cumulative Expenditure Entered:	$7,780.50

* Do you have expenditures to report? Yes (selected) / No

Expenditures

Page 1 of 1

	Item #	Detail #	* Funding Distribution	* Task Title	* Item Category	Item Description	* Payee
☐	1	10299	Centennial Grant	Project Administration/Management	Salaries/Benefits	Bob's Time	Nisqually
☐	2	10300	Buffer Revegetation	Buffer Revegetation	Goods and Services	Cobble Natives Plants	Cobble

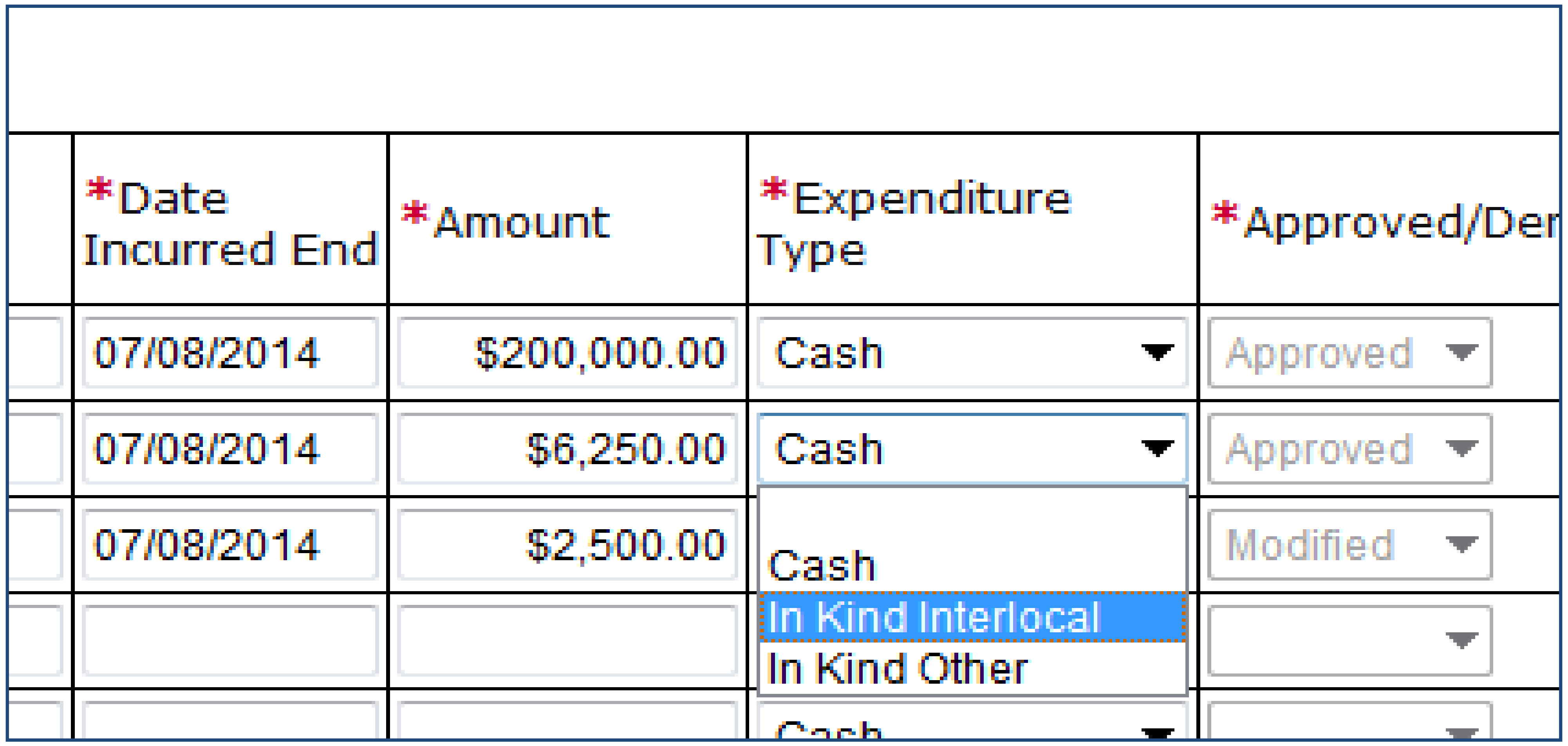
Initiate a Payment Request/Progress Report

Expenditures

- Group line items by task.
- Fill out each field. Be sure to give enough description in the “Item Description” section to identify what the money was spent on.

Expenditure Type

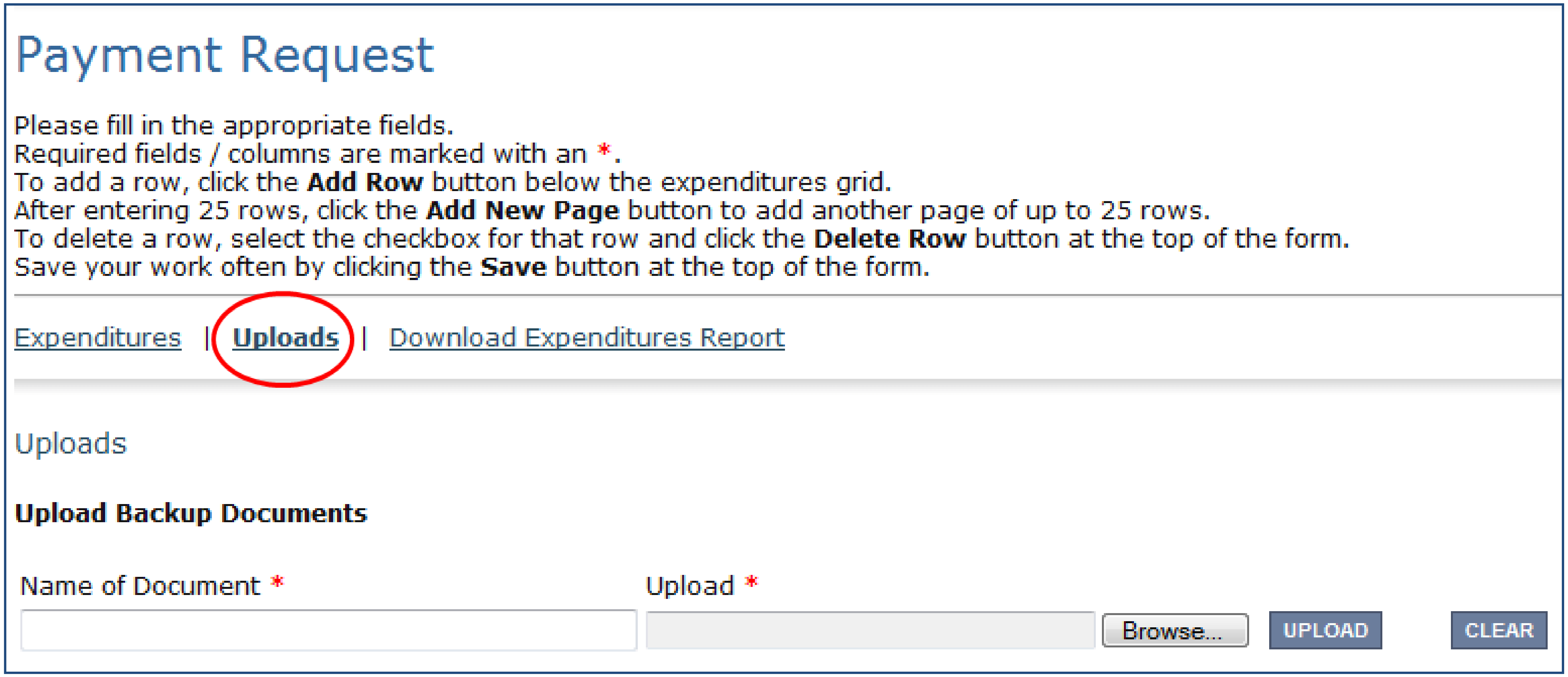
- This is where you will identify the type of expenditure.
  - Cash: no separate type for cash match
  - In Kind Interlocal
  - In Kind Other
- Bill match as you get it.



- The amount reimbursed for each PRPR will be based on the amount of match submitted to date. Once the match requirement is met, EAGL will pay out 100% of cash expenditures.

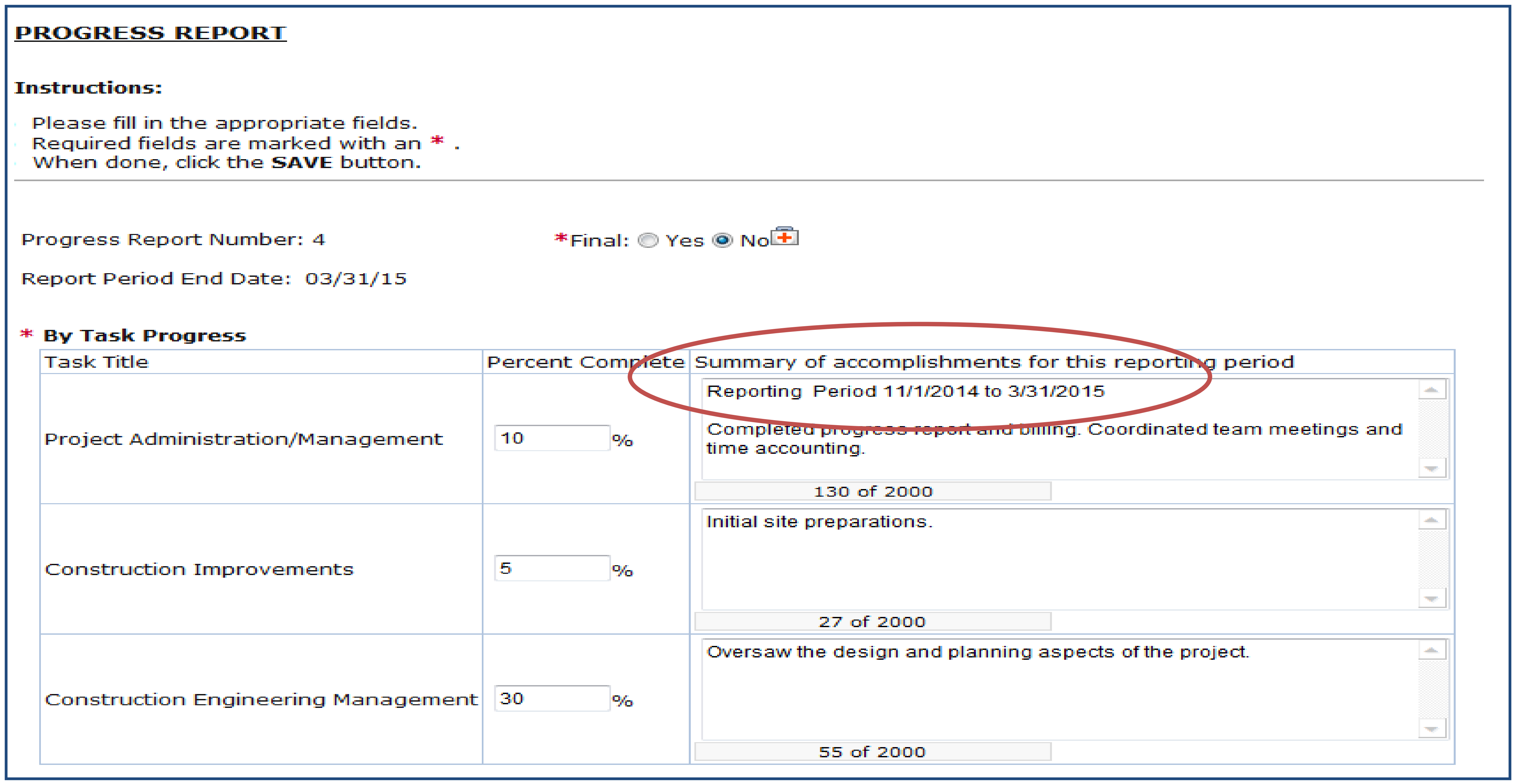
Initiate a Payment Request/Progress Report

- Select “Uploads” to upload backup documentation.
- Scan and upload documents in the same order as expenditures.
- Clearly identify the upload in the description – the agreement number is not necessary.



Initiate a Payment Request/Progress Report

- To submit a Progress Report, go back to the “Forms Menu” and select “Progress Report.”
  - In the first text box for Project Administration, enter the reporting period timeframe.
  - Enter the activities and deliverables completed by task. Be sure to include enough details to substantiate your expenditures.
  - Upload associated files, such as site photos, at the bottom of this page.
  - Save often!



PROGRESS REPORT

Instructions:

- Please fill in the appropriate fields.
- Required fields are marked with an * .
- When done, click the **SAVE** button.

Progress Report Number: 4

*Final: Yes No

Report Period End Date: 03/31/15

* **By Task Progress**

Task Title	Percent Complete	Summary of accomplishments for this reporting period
Project Administration/Management	10 %	Reporting Period 11/1/2014 to 3/31/2015 Completed progress report and billing. Coordinated team meetings and time accounting. 130 of 2000
Construction Improvements	5 %	Initial site preparations. 27 of 2000
Construction Engineering Management	30 %	Oversaw the design and planning aspects of the project. 55 of 2000

Initiate a Payment Request/Progress Report

Payment History

- To view, go back to “Forms Menu.”
  - Shows totals from previous payment requests.
  - Will not be updated with current payment request until approved by ECY.

PAYMENT HISTORY

Cumulative Approved Expenditures

NOTE: Any expenditures not yet approved are not included in the table below.

Funding Title	Task Title	Cumulative Approved Cash Expenditures	Cumulative Approved In Kind Interlocal Expenditures	Cumulative Approved In Kind Other Expenditures	Total Cumulative Approved Expenditures	Task Budget	Budget Variance	Eligible Costs
Centennial Grant	Construction Improvements	$0.00	$0.00	$0.00	$0.00	$5,000,000.00	$5,000,000.00	$0.00
SRF Loan	Construction Engineering Management	$0.00	$0.00	$0.00	$0.00	$1,394,810.00	$1,394,810.00	$0.00

Disbursement History

NOTE: The amount shown in the Disbursement Amount column has not been disbursed to the recipient until the status column shows "Payment Request / Progress Report Active"

Payment Request #	Disbursement Amount	Payment Request Status
3	$0	Payment Request/Progress Report Denied

Initiate a Payment Request/Progress Report

Document Information: PRPR-JanMar2015-SequPW-00041
Parent Information: WQC-2015-SequPW-00008

Change the Status

Select the **View Status Options** button below to perform actions such as submitting applications or request modifications.

VIEW STATUS OPTIONS

Submitting your PRPR

- Go back out to the main page of the PRPR
- “Apply Status” under Payment Request/Progress Report Submitted.
- Everything accurate? Click “I Agree”.
- Status changed to “PRPR Submitted”.

Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
	Payment Request	Applicant Organization 2	Authorized Official	Payment Request/Progress Report Submitted	N/A - N/A N/A

Initiate a Payment Request/Progress Report

PRPR Modifications

- Both the ECY Project Manager and Financial Manager will review your PRPR. If changes are needed, it will be sent back to you for modifications.
- They will provide comments about any issues in the “Payment Request Progress Report Modification Comments” form, found in the “Forms Menu.”
- You make edits and re-submit the same way you submitted the first time.

EAGL TIPS

- Verify that everyone has the correct role.
  - ex. Authorized Official, Project Manager, or Financial Officer
  - It is best practice to have more than one Authorized Official so you are not stuck if one is out of the office.
- Agreement must be in “Active” status to submit.
- Can’t initiate a new PRPR if the previous submittal has not yet been approved by Ecology.
- SAVE often!
- Be detailed in your progress report so it doesn’t get sent back for modifications, delaying payment.
- Check Global Errors before submitting.

Where do I upload documents?

- Payment Request Expenditures Uploads Form
  - Backup documentation
  - SAM search results for contractors (separate upload)
- Progress Report Form
  - Photos, maps, or other similar items (not deliverables)
- General Uploads Form (Main Agreement Forms Menu)
  - Deliverables stated in Scope of Work, clearly labeled
  - Reports and all other documents related to agreement

Application Forms		
General Information	Mr. Roger Krieger 10/28/2013 11:02:28 AM	Mr. Roger Krieger 12/10/2013 10:05:38 AM
Recipient Contacts	Mr. Roger Krieger 10/28/2013 11:05:00 AM	Becky Thompson 11/27/2013 4:16:25 PM
Uploads		

Amendments

Amendments

- An amendment is a formal process similar to agreement development and do take time.
- Your Authorized Official and ECY are the only ones who can initiate an amendment.
- To initiate an amendment, change the status of the agreement to “Amendment Requested.”
- Cannot request an amendment if a PRPR is not active.
- Requires both Ecology and the Recipient’s signatures.

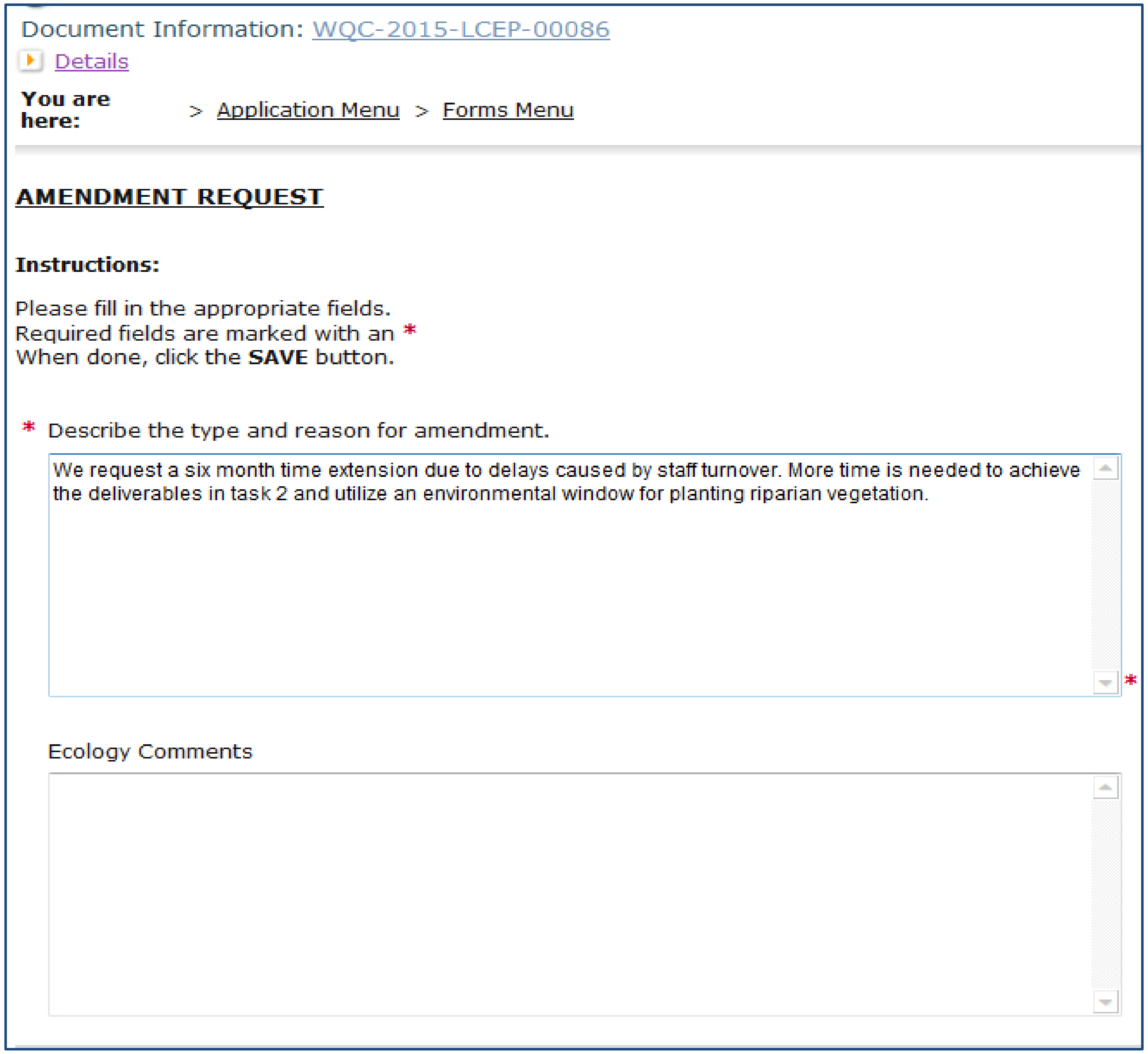
Contact your Project Manager and Financial Manager if you are thinking you need an amendment!

When is an amendment necessary?

- Changes in project scope of work.
- Time Extensions: Must submit request at least **3 Months** prior to Expiration Date
- Reduction/increase in funding amount.
- Change in deliverable due dates.
- Moving funds between tasks when the task budget exceeds more than 10% of the project Total Eligible Cost.

Amendments

Be sure to clearly describe the type and reason for the amendment on the Amendment Request Form immediately after you change the status to "Amendment Requested."


Document Information: WQC-2015-LCEP-00086

Details

You are here: > Application Menu > Forms Menu

AMENDMENT REQUEST

Instructions:

Please fill in the appropriate fields.
Required fields are marked with an *
When done, click the **SAVE** button.

* Describe the type and reason for amendment.

We request a six month time extension due to delays caused by staff turnover. More time is needed to achieve the deliverables in task 2 and utilize an environmental window for planting riparian vegetation.

Ecology Comments

Project Closeout

Project Closeout

- Up to 10% of the grant amount may be held until all deliverables are submitted and approved.
- Final payment requests and all required financial, performance, and other deliverables must be submitted no later than **30 days** after the funding agreement expiration date.
- 319 projects could forfeit final payment if not submitted on time.

Project Closeout

- Recipient Closeout Report (final report) is submitted in EAGL.
- Initiate the Closeout Report the same way you initiate a PRPR.
- Initiate prior to expiration to allow time for Ecology review and finalization.
- Formal amendment not required to close out grants.

EAGL Close Out Process and Status Flow

Recipient Close Out Report *in Process*

Recipient Close Out Report *Submitted*

Recipient Close Out Report *Screening*

Recipient Close Out Report *Modifications Required*

Recipient Close Out Report *Modifications Submitted*

Recipient Close Out Report *Approved*

Resources

- EAGL

  http://www.ecy.wa.gov/funding/EAGL.html

- FY 2017 Funding Guidelines
  https://fortress.wa.gov/ecy/publications/documents/1510033.pdf

- Administrative Requirements (EAGL Yellow Book)
  https://fortress.wa.gov/ecy/publications/documents/1401002.pdf

- Grant and Loan Management Tools

  http://www.ecy.wa.gov/funding/manage-funding.html

If you get lost…

- Please contact your Financial and Project Managers.
- For EAGL specific support, contact a your Financial manager or a Super User:
  - Alissa Ferrell alissa.ferrell@ecy.wa.gov
    (360) 407-6509
  - Sarah Zehner sarah.zehner@ecy.wa.gov
    (360) 407-7196

Questions?